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**BASIC INFORMATION SHEET**  
**FOR REGISTRATION WITH THE SHOPS & ESTABLISHMENT ACT, 1948**

Name of enterprise :- \_\_\_\_\_

Type of business  
(Profession/trade/  
Business) :- \_\_\_\_\_

Address (shop) :- \_\_\_\_\_

Ph : \_\_\_\_\_

Address :- \_\_\_\_\_  
(Factory / Godown / Branch)

Ph : \_\_\_\_\_

Address (residence) :- \_\_\_\_\_

Ph : \_\_\_\_\_

**DOCUMENTS REQUIRED:**

1. Copy of PAN Card of enterprise.
2. Copy of partnership deed in case of firm and in case of company copy of Memorandum of Association and Article of Association including Company registration certificate from ROC.
3. Purchase deed in case the place of business is owned by the enterprise and the deed of rent in case the place is taken on rent.